

CITY OF CANANDAIGUA FACILITY USE FORM

Requested By _____
(Individual or Organization) _____
If Organization,
Representative's Name _____ Birthdate _____
Representative Email _____
Address _____
Telephone Home _____ Work _____
DAY _____ DATE _____ TIME _____
FOR WHAT PURPOSE? _____

FACILITY REQUESTED

(Please Circle)

Baker Park

Sonnenberg Park

Jefferson Park

NOTE: Park keys may be picked within 48 hours prior to rental and must be returned 48 hours after use, unless other arrangements are made in advance.

Check One:

| | | |
|--------------------------|--|--|
| <input type="checkbox"/> | City Resident (Proof of Residency Required) | \$40/Day Rental Fee Plus \$40 Refundable Key/Cleaning Deposit |
| <input type="checkbox"/> | Non-Resident | \$80/Day Rental Fee Plus \$80 Refundable Key/Cleaning Deposit |

(Non-refundable cancellation fee of \$10. No refund given if cancellation is within two weeks of reservation.)

Please remember that our parks are "Carry-In, Carry-Out" parks.

I have read and agree to comply with the attached Rules and Regulations for Park Facility Usage. I understand that I must present this form upon request, that it is non-transferrable and may be revoked at any time. This organization or individual agrees to hold harmless the City of Canandaigua against any claims for both property damage and bodily injury from this event.

Any questions or conflicts on the day of your reservation should be addressed with the City of Canandaigua Police Department.

***** RESERVATIONS ARE SECURED ONLY WHEN PAYMENT IS RECEIVED*****

Signature _____ Date _____

Complete, sign, and return with payment to: **City of Canandaigua, Parks Department** Checks Payable to: "City of Canandaigua"
205 Saltonstall Street
Canandaigua, NY 14424 (585) 396-5060

----- Office Use Only -----

Approved _____ Denied _____ Signature _____ Date _____

Fee Collected \$ _____ Date of Key Issue _____
Receipt # _____ Date of Key Return _____ Inspection Results _____

Group Use Regulations For City of Canandaigua Parks

1. All activities must be conducted in a safe and orderly manner. Potentially dangerous games involving thrown or propelled objects are not allowed.
2. Supervision at a ratio of one adult age 21 or older per 10 minors must be provided.
3. The group will be responsible for cleaning facilities after their use including bathrooms and picnic areas, if used. ***All litter and trash must be removed from the park.***
4. Groups are responsible for securing facilities after their use. This includes checking and locking all doors!
5. Group use is restricted to normal operating hours.
6. Groups using park facilities for a special event or on a regular basis must comply with the following: Prior to using city facilities, the group will purchase insurance in the amount of \$2,000,000 for bodily injury liability and property damage (combined single limit). Such insurance will be written by a company licensed to do business in New York State and shall be evidenced by a Certificate of Insurance which complies with the following provisions:
 - a. By certified mail, 30-day prior notice of cancellation or any material change will be given to the City of Canandaigua.
 - b. The City of Canandaigua will be *"additional named insured."*
 - c. Insurers shall have no right to recovery or subrogation against the City of Canandaigua (including its agents and agencies), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by covered by the described insurance.
 - d. The clause "other insurance provisions" in a standard policy in which the City of Canandaigua is added as a named insured, shall not apply to the city.
7. If keys are requested, the keys must be returned to the Parks & Recreation Department within 48 hours after use.
8. The person signing the facility use form is responsible for upholding park rules and regulations within the group and is responsible for the return of all keys issued for park use.
9. Failure to comply with any of the above park rules and regulations and/or failure to return keys issued for park use will result in permission for future group use of park facilities being denied.
10. The City of Canandaigua reserves the right to revoke any permit if it is deemed in the best interests of the city.
11. During the summer months, for seven weeks, the day camp program has full use of the parks from 9:00am until 4:00pm. Camp set-up usually begins the last week of June and camp continues until either the first or second week of August. During this time, the staff and children will decorate the parks. These decorations are to remain intact during your use of the park. Camp supplies may also be off to the side, please do not use these supplies. Thank you for your understanding.

PARK HOURS, RULES AND REGULATIONS

Park Hours of Operation

Kershaw and Baker Parks

May 1 – October 30
October 31 – April 30

9:00am until 11:00pm
9:00am until 9:00pm

Sonnenberg & Jefferson Parks

January 1 – December 31

9:00am - Sundown

Rules and Regulations (Governing All Parks)

1. It is unlawful to have, possess, carry or consume alcoholic beverages in any city park.
2. Glass beverage containers are prohibited.
3. Erecting of tents or camping is not allowed.
4. Fires are permitted only in grills provided.
5. Fireworks, firearms and weapons are prohibited.
6. Vending is allowed by permit only.
7. Wildlife shall not be disturbed. Hunting is prohibited.
8. Profanity, abusive language, fighting or disturbing the peace will not be allowed.
9. No person shall appear nude in public or dress or undress in other than facilities provided for such purpose.
10. No person shall deface, destroy, remove or disturb any part of park property.
11. Pets must be on a leash. Dog owners must clean up any mess left by their dogs during a park visit.
12. All litter and trash generated by an individual or a group must be collected and removed from the park by that individual or group.
13. Motorized vehicles are prohibited on park property with the exception of parking lots and drives providing access to parking lots from the road. Snowmobiles are prohibited. All vehicles must be driven in a safe manner and driver must adhere to all parking and traffic regulations. ***No vehicles may be driven on park turf.***